

## **Office of Assessment Committees Application Procedures**

The Office of Assessment is seeking applicants for content review and rangefinding committees. Submitted applications will be placed on file, and prior to each committee meeting an invitation list will be generated from among the applicants. Interested educators, active or retired, must complete and submit an application packet.

Rangefinding committees select student responses that are used to train the professional readers who score the Time to Write activities for PACT ELA grades 3-8, as well as the composition and the constructed-response items on the ELA and mathematics components of HSAP. PACT rangefinding committees meet once each academic year, usually in February or March. HSAP rangefinding committees meet twice each academic year, once before the fall administration and again before the spring administration.

Content review committees review test items developed for potential use on PACT ELA, mathematics, science, and social studies tests. Additional content review committees will be formed for the new end-of-course test, U.S. History and Constitution, and for the new science component of HSAP.

Committee members will be selected based on the submission of a completed application that communicates one or more of the following qualifications:

- expertise and experience in a specific content area and level or in service to minorities or special populations;
- comprehensive knowledge of the South Carolina Curriculum Standards and how they should be applied in teaching students or supervising professional staff; and
- varied experiences in working with students who have different learning styles, abilities, and aptitudes, including students with disabilities and students with limited English proficiency.

As part of the application process, applicants will be asked to provide the following information:

- current job responsibilities;
- previous job responsibilities;
- two professional references; and
- a sample multiple-choice or constructed-response item for each content area for which the applicant wants to be considered, aligned to relevant standard with the applicable standard alignment indicated.

To request an application packet please contact:

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